

## O.C.I.L.B. TRAINING AGENCY ATTENDANCE REPORT

This roster and required fees must be submitted **online** within **14** business days **from the date of completion** of the **approved course**. Go to <https://elicense4.com.ohio.gov/> to submit your attendance reports using a master card or visa. The required fee is **\$1 per person, per credit hour**.

Training Agency Number \_\_\_\_\_ Course Number \_\_\_\_\_

Training Agency Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Instructor \_\_\_\_\_ Credit Hours \_\_\_\_\_

License Type: **HV**    **PL**    **HY**    **RE**    **EL**                      Course Date \_\_\_\_\_

Subject Areas: **Code**    **Business**    **Health /Safety**    **Technology**                      Start Time \_\_\_\_\_ End Time \_\_\_\_\_

NAME (as printed on license)	SIGNATURE	OHIO LICENSE ID #
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\*\*\* NOTICE: The Ohio Administrative Code 4101:16-2-02(A) States: *the Training Agency shall maintain a copy of every roster for a period of three years after each course is held. Failure to properly report may result in disapproval or non-renewal of a Training Agency.*

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